

# Google Classroom Parent/Carer Guide



Google Classroom

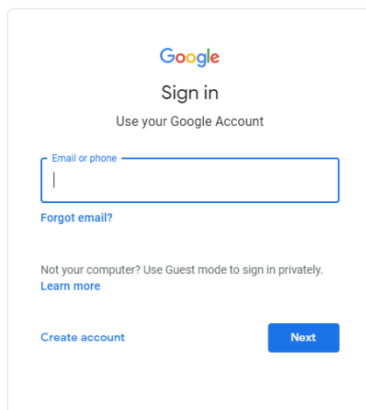
## Logging In

1. Go to Google Classroom following the link: <https://classroom.google.com> and click on the "Sign In" button.

2. Having got to Google Classroom, to sign in, your child must enter their school login credentials. This is their school e-mail address and their password.

Their Google username will be:

\_\_\_\_\_@hh.wiseacademies.co.uk



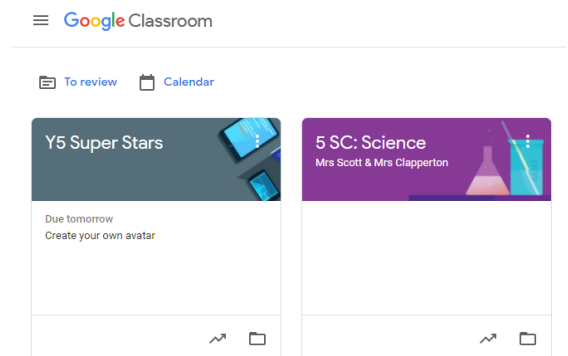
**If you lose your child's email and password please contact your child's class teacher or Mrs Scott.**

3. Having logged in, children will be presented with all of the Classrooms that they have already enrolled onto. For example:

4. If your child has not already enrolled please click the join button.

## Viewing and accessing work

There are 3 tabs at the top of Google Classroom; "Stream", "Classwork" and "People".



Stream

Classwork

People

## "Stream" Page

When a teacher posts an assignment on their Google Classroom, it will contain the name of the task, a description of what the student has to do and possibly resources. It will also have a due date for when the work needs to be completed by.

The Stream is only for teachers to post work and add comments. Children may use this to ask their teacher relevant questions but **must not use it as a social media chat**. Misuse will lead to your child's account being 'muted'.

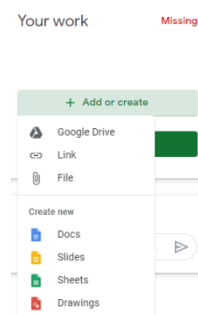
### Completing/Submitting Work Online

The teacher may have attached a Google Doc, Slides, Sheet or Form for you to complete.

Your child can type into the document. The document will automatically save. Your child can go back to this document to work on it as many times as they wish until they need to submit it. Then return to the 'your work' section and press 'hand in'.

### ALTERNATIVELY

If your child needs to add a Google Doc or Slides they can press "Add +". A drop-down menu will appear where they can choose to create a Google document or upload a file from their computer or their online storage Google Drive.

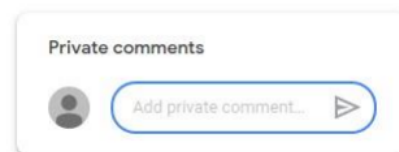


Having added their chosen document, it will appear in the white box just above the "Add +" button.

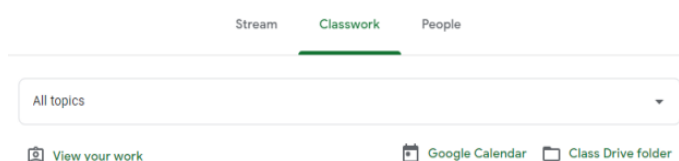
After the work has been completed or added to the assignment, then the student will need to press the "Hand In" button.



If you have any questions regarding piece of classroom, you can send a private message to your teacher using the private comments box:



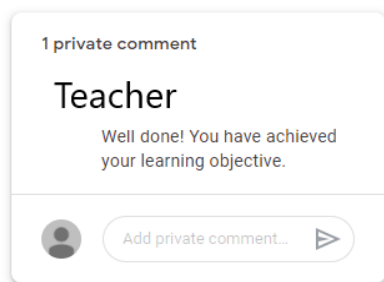
### "Classwork" Page



The "Classroom" page shows all the assignments that have been set. To see the tasks you have due, you should click 'view your work'.

Check your classwork page often to see any new tasks or feedback the teacher may have given.

### Feedback



Teacher feedback will be added to your work.